



## ART DEPARTMENT GRADUATE AND UNDERGRADUATE STUDIOS USAGE AND REGULATIONS

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The studio spaces at the Art Department are well-equipped, purpose-built spaces that enable students to engage in a variety of mediums and approaches. The studios have been set up for the benefit of all of those registered in classes and are intended to foster a positive, community-based, learning environment.

It should be noted, however, that these studios are the property of the University of Calgary and, as such, are subject to proper use ensuring the well-being, security and safety of all individuals. Therefore, the following are regulations to which all students must adhere. Failure to do so can result in all privileges and access being revoked for the remainder of the term. Students in violation of the rules may also be restricted from receiving studio space in the future. Therefore it is important to read the regulations carefully before signing the agreement form.

### **STUDIO ACCESS AND RESPONSIBLE USE:**

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Studios are provided for the sole use of Art Department graduate and undergraduate students. In order to ensure safety and security, studio access is only allowed to students currently enrolled in courses that utilize these spaces.

- Access is not allowed for any individuals, unless registered in your specific class.
- Door codes and locks for security spaces must not be given to anyone.
- These spaces are used by numerous students concurrently, so be mindful of excessive music and noise.
- Children are not allowed in studios where hazardous materials or equipment are being used – this includes Drawing, Painting, Printmaking, Photography, Sculpture, the associated shops and process rooms, and some graduate studios. In areas where no hazardous processes are occurring, supervised children can be in attendance.
- Studio doors must be closed at all times for both security and efficient air handling, and must not be propped open.
- Alcohol is prohibited on any part of the premises. Any individual violating this regulation will have studio access immediately revoked.
- Smoking is prohibited in any area of the building.
- The use of candles, open flame, and incense are not allowed in any area of the building.
- If you see anyone in the Department who is not supposed to be there, contact Campus Security immediately.

## STUDIO, LABORATORY & CLASSROOM SAFETY PROCEDURES:

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While graduate and undergraduate studio spaces are provided for students to explore their research and practices, the University of Calgary has implemented policies and procedures for the safe and responsible usage of all studios, laboratories and classrooms. Students should familiarize themselves, and are expected to comply, with the following safety procedures. Failure to do so may result in the loss of your studio space and may prevent you from receiving space in the future.

- Students must follow the “**Laboratory Safety Rules**” as defined by the University of Calgary. These rules are posted on all studio doors for your review.
- Student must be aware of the Art Department “**Restricted Materials**” list as posted and comply with any/all restrictions.
- Students must inform their supervising Faculty member of the use of any potential hazardous materials or unsafe working procedures. Art Department Technicians must be informed of these practices in order to determine safe-handling and disposal procedures.
- When working with hazardous materials or processes, it is required to have a second authorized person present.
- With the exclusion of small hand tools (hand drills, sanders, etc.), all power tools are considered restricted from the studios until their usage has been approved by Art Department Technicians.

## STUDIO MAINTENANCE:

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- Students must keep their individual spaces and the larger shared facilities clean at all times.
- Access to electrical equipment (plugs, switches, and electrical panels) must be free from obstructions at all times in case of an emergency. Cords should not run in trafficked areas as they are a tripping hazard.
- Trip hazards and debris are not allowed to accumulate at any time. All unwanted material must be removed promptly and discarded in the dumpster outside the loading dock of the Art Building.
- Even though your studio space is yours to work in, it is considered the property of the Art Department. Any damage to the walls outside of normal wear and tear – including graffiti, excess paint build-up, holes, etc. – is your responsibility to repair. This includes patching and painting if required.
- All furniture and equipment in the studio spaces is the property of the Art Department and must not be removed from individual spaces. You are responsible for removing any additional furniture you have brought into your studio at the time you vacate. It is your responsibility to keep all furniture clean and in good working condition.
- Hallways and corridors must remain free of obstruction at all times. Do not store or move furniture, materials, or supplies in these areas.
- The loading dock is under the control of Facilities Management. There is no storage allowed in this area.

## VACATING STUDIO SPACES:

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**Undergraduate:** All undergraduate students must vacate their studios within two weeks of the last day of their registered class, unless otherwise informed by their instructor. The following tasks must be completed prior to this deadline:

- All garbage must be disposed of in garbage cans. Larger materials should be taken to the loading dock dumpster.
- All hazardous materials such as solvents and spray cans must be disposed of in accordance with University guidelines. Please consult Art Department Technicians if unsure of the proper procedures for doing so.
- All unwanted artwork and course work must be disposed of in garbage cans or the loading dock dumpster.
- Storage racks and tabourets must be cleaned out.
- Studio walls and floors must be cleaned. This may entail patching and painting the walls.

**Graduate:** All graduate students must follow the guidelines as established for undergraduate procedures and listed above. Additionally, they must adhere to the following.

- Students completing their examination and exhibition requirements in the Fall must vacate their studios on or before the 3<sup>rd</sup> Sunday of August.
- Students whose thesis examinations occur outside of the usual Fall schedule, need to make arrangements with the Graduate Program Director for vacating their space.
- Studio space is normally allotted for a period of 24 months. In circumstances where graduate students are extending their program beyond this period of time, the Art Department does not guarantee studio space. In circumstances where students require space to complete their degrees, they must make a formal request to the Graduate Program Director.
- Continuing students wishing to move to different spaces must confirm with the Graduate Program Director and follow the guidelines for cleaning their existing space.
- Prior to vacating their studio, Art Department Technicians will schedule a final walk-through to detail any maintenance or repairs that the student is responsible for completing.
- Keys to the Art Department facilities must be returned to the main office immediately upon vacating the studio.

## Failure to Comply:

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Any student who fails to comply with the above regulations and conditions of use may have all studio privileges and access revoked. In such circumstances, disciplinary action will commence with a warning letter, issued by Faculty or Staff, which outlines the complaint and the corrective actions that must be taken by the student. A copy of this letter will be provided to both the student and the Department Head, with subsequent action to be determined.

# Art Department Studio Usage and Regulations

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I, \_\_\_\_\_, have read and understand the

“Usage and Regulations Policy” for Studio use, maintenance, and

vacation, and hereby agree to abide by this policy.

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(Signature)

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(Date)